NPI Bulk Registration Tool (BRT) Instructions

Introduction

The National Provider Identifier (NPI) Bulk Registration Tool (BRT) is a solution for providers that need to register a large number of NPIs at the same time. Providers who do not submit a mass registration file should consider using the single NPI registration method (i.e. direct data entry) via the NPI Collection (NPIC) tool

How the BRT Works

The BRT is designed to accept an electronic file contain NPIs and unique identifying information such as existing Medi-Cal provider numbers, Provider Identification Numbers (PINs), Tax Identification Numbers (TINs) or Social Security Numbers (SSNs). If a provider chooses to replace multiple provider numbers with one NPI, it is important to designate which of the many "Pay-to" addresses, EFT accounts and PINs will be transferred to the new NPI number. To designate the "Pay-to" addresses, EFT account and PIN, a provider should select the number that corresponds with the desired information and register the NPI for that number first. The "Pay-to" addresses, EFT account and PIN of the first provider number that an NPI replaces will, by default, be transferred to the NPI. ** Please see an example below of a record with multiple provider numbers and one NPI.

What does the ** tie to?

Registration Steps

The steps outlined below should be followed to successfully utilize BRT for registering multiple NPIs:

1. **Collect all the necessary information:**

    - All active provider numbers

    - All the primary NPIs to be register (determine the primary NPIs that will replace the active provider numbers)

    - A PIN, TIN, or SSN for each corresponding provider number (only one PIN, TIN or SSN is required for each provider number)

    - All taxonomy codes that were submitted with the application to the National Plan and Provider Enumeration System (up to 15 taxonomy codes per NPI could be submitted)

        Note: This is not a required field, confirm all values are valid. If a taxonomy code is included, the BRT will edit and reject invalid codes.

    - Any additional NPIs to be registered in addition to the primary NPIs that replace existing provider numbers

    - NPIs for any Nurse Medical Practitioners (NMPs) enrolled with Medi-Cal, that correspond to the Medi-Cal/CHDP number being registering.

        Note: If you register NPIs for the NMPs in your organization, make sure you collect the California State License number for each NMP you wish to register.

2. **Create an electronic file in ".csv" format using the following rules:**

Every registered NPI will be referred to as a "record." Each record consists of four lines. The following rules and explanations apply to each of the four lines within each record:

Line 1

- **Header**
  Alpha (6) – The header for line one (1) is "PRVDR:"

- **Provider Number**
  Alphanumeric (9) – The provider number currently on file. Only one provider number is entered per record. If you have additional provider numbers, they should be entered in each subsequent record.

- **PIN, TIN or SSN**
  Only one of these three identifiers (PIN, TIN, or SSN) is required.

  - **PIN**
    Alpha (6) – The PIN was issued by Medi-Cal. Be sure to use the PIN corresponding to the Medi-Cal number being replaced.

  - **TIN**
    Numeric last four digits.

  - **SSN**
    Numeric last four digits.

- **NPI**
  Numeric (10) – Valid NPI to replace your existing Medi-Cal or CHDP number.

- **Update Agreements**
  Valid values are "Y" or "N."

  - Entering "Y" indicates the approval to update any existing agreements that correspond to an existing Medi-Cal number.

  - Entering "N" indicates that you do not want to update existing agreements with your NPI. A hard copy update will be required.

Examples for Line 1:

Example #1 (Provider using SSN to authenticate)

PRVDR: DME12345F, , ,1234,1234567891, Y
Comma and space for PIN, comma and space for TIN

Example #2 (Provider using TIN to authenticate)

PRVDR: DME12345F, ,1234, ,1234567891, Y
Comma and space for PIN, enter TIN, and comma space for SSN

Line 2

- **Header**
  Alpha (6) – The header for line two (2) is "TXNMY:"

- **Count**
  Numeric (2) – The count is required to identify how many taxonomy codes are included in the record. Valid counts are "0" to "15." If no taxonomy codes are included, a count of "0" **must** be entered.

- **Taxonomy Codes**
  Alphanumeric (10) – The taxonomy code is a 10-digit alphanumeric value. Any values submitted for taxonomy codes must be valid. Invalid values will result in a rejected record.

Examples for Line 2:

Example #1 (If two taxonomy codes were submitted)

TXNMY: 02, 123456789Y, 987654321F

Example #2 (If no taxonomy code was submitted)

TXNMY: 0

Line 3

- **Header**
  Alpha (6) – The header for line three (3) is "ADNPI:"

- **Count**
  Numeric (3) – The count is required to identify how many NPIs are included in the record. Valid counts are "0" to "250." If there are no additional NPIs included, a count of "0" **must** be entered.

- **NPI**
  Numeric (10) – Any additional NPIs you want to include with the primary NPI being registered.

Examples for Line 3:

Example #1 (If three additional NPIs were submitted)

ADNPI: 03, 1234567891, 567891234, 789456123

Example #2 (If no additional NPIs were submitted)

ADNPI: 0

Line 4

- **Header**
  Alpha (6) – The header for line four (4) is "NMNPI:"

- **Count**
  Numeric (3) – The count is required to identify how many "NMP" NPIs are included in the record. Valid counts are "0" to "120." If no "NMP" NPIs are included, a count of "0" **must** be entered.

- **"NMP" NPI**
  Alphanumeric (9) – NMP License Number must precede the NMP NPI
  Numeric (10) – Any "NMP" NPIs you want to include with the primary NPI.

Example for Line 4:

Example #1 (If two "NMP" NPIs were submitted)

NMNPI: 02, RN12345, 1234567891, RN9876543, 567891234

Example #2 (If no NMP NPIs were submitted)

NMNPI: 0

Complete Record:

Four lines are required to complete an NPI record even if no values were entered for the lines where the information is "NOT REQUIRED."

Three examples of completed records:

Example #1

PRVDR: DME12345F, , ,1234,1234567891, Y
TXNMY: 2, 123456789Y, 987654321F
ADNPI: 3, 1234567891, 567891234, 789456123
NMNPI: 02, RN12345, 1234567891, RN9876543, 567891234

Example #2

PRVDR: ABC12345F, ,1234 , ,9876543219, Y
TXNMY: 0
ADNPI: 2, 798456125, 235691234,
NMNPI: 0

**<u>Example #3</u> (Record that shows multiple provider numbers with the same NPI assigned for all the numbers.)

PRVDR: ABC12345F, ,1234 , ,9876543219, Y
TXNMY: 0
ADNPI: 0
NMNPI: 0
PRVDR: ABC12345G, ,2234 , ,9876543219, Y
TXNMY: 0
ADNPI: 0
NMNPI: 0
PRVDR: ABC12345H, ,3234 , ,9876543219, Y
TXNMY: 0
ADNPI: 0
NMNPI: 0
PRVDR: ABC12345J, ,4234 , ,9876543219, Y
TXNMY: 0
ADNPI: 0
NMNPI: 0
PRVDR: ABC12345K, ,5234 , ,9876543219, Y
TXNMY: 0
ADNPI: 0
NMNPI: 0

Response File Format

SBMTR:Submitting Provider Number,Contact Name, Contact Phone,
PRVDR:Provider Number,NPI
--MSG: *Processed Successfully*
PRVDR:Provider Number,NPI
--MSG: TXNMY*: ABC1234567 - Taxonomy code invalid*
--MSG: ADNPI: *Additional NPI count value missing or invalid*
--MSG: ADNPI: *9548661558 - Additional NPI format invalid*
PRVDR:Provider Number,NPI
--MSG: *Processed Successfully*
"   "
"   "
"   "

Total Records Received: 3
Total Records Processed: 2
Total Records Rejected: 1
Total Data Errors Count: 3